

LICHFIELD NOMADS CRICKET CLUB

CLUB CONSTITUTION (2019)

1. NAME:

The club shall be known as **Lichfield Nomads Cricket Club**.

2. OBJECTIVES:

- a. The provision for the members of facilities for and the fixtures to play cricket throughout the season.
- b. The provision of opportunities for recreation and socialising for the benefit of the members as a complement to the playing season.

3. AFFILIATION:

The club shall play under the rules of the ECB where applicable to do so.

4. CLUB OFFICERS

Election of the following Officer positions within the Club will be made at each AGM, and incumbents will deem to resign at the following AGM:

- a. Club Chairman
- b. Club Secretary
- c. Treasurer
- d. Fixtures Secretary
- e. Social Secretary
- f. Social Media Co-ordinator

The role & responsibilities of the Club Chairman include the following:-

- To provide effective leadership and direction for the Club for the benefit of its members;
- Chairing the AGM, any EGMs, Club meetings & various sub-committee meetings of the Club;
- To co-ordinate the Executive Committee to ensure that appropriate policies and procedures are in place for the effective management of the Club;
- To ensure that the Executive Committee functions properly, that meetings are planned effectively and conducted according to the Club Constitution, with full participation and that all relevant matters are discussed and dealt with in an orderly efficient manner, with effective decisions being made and carried out;

- Act as one of the Clubs cheque signatories and online banking administrators.

The role & responsibilities of the Club Secretary include the following:-

- To be responsible to the Executive Committee;
- To be the 'principal administrator' for the Club, dealing with all Club correspondence, distributing to relevant Officers for response where required;
- To prepare and distribute the Committee meeting Agendas;
- To keep the Minutes of all Club Committee meetings and distribute copies to Members, along with keeping signed copies of all meeting minutes on file;
- To carry out or delegate all of the administrative duties thereby enabling the Club and its Members to function effectively;
- To work alongside the Club Treasurer to see that all affiliation/registration documents are accurate and are paid on time;
- To ensure that all Members have access to a copy of the Club Constitution, insurance details and officers contacts etc;
- Act as one of the Clubs cheque signatories and online banking administrators.

The role & responsibilities of the Club Treasurer include the following:-

- To be responsible to the Executive Committee;
- Oversee the financial running of the club, maintaining accurate and up to date financial records;
- To attend Executive Committee & Club meetings & AGM and report on the financial status of the club;
- Ensure that all club funds are spent appropriately;
- Prepare draft annual accounts for submission to the independent examiner;
- Present the examined accounts at the AGM;
- Establish and maintain club banking arrangements;
- Deposit all fee's, subscriptions and funds as well as to pay any bills incurred;
- Act as one of the Clubs cheque signatories and online banking administrators;
- Prepare the annual budget for approval by the Executive Committee before the beginning of the new financial year;
- Prepare budgets for specific projects and fundraising as required by the Executive Committee.

The role & responsibilities of the Fixture Secretary include the following:-

- To arrange Club fixtures, all to be friendly games, unless directed otherwise by the Executive Committee & to ensure that these are communicated to Club Members and Players;
- To confirm with the relevant opposition club that any arranged fixture will go ahead as planned at least 7 days before the match date and to communicate this to the Executive Committee;
- To contribute to the production of a fixture list / fixture card for all Players and Club Members;
- Liaise with other clubs' Fixture Secretaries to re-arrange matches when required;
- Ensure that all players and members are informed of any re-arranged fixtures;
- To ensure the Home Grounds 'team' are aware of all fixtures.

The role & responsibilities of the Social Secretary include the following:-

- To be responsible to the Executive Committee;
- To propose, arrange and communicate to the Members various social events throughout the year, as directed by the Executive Committee;
- To arrange and oversee an annual awards and presentation evening to take place shortly after the end of the season.

The role & responsibilities of the Social Media Co-ordinator include the following:-

- To be responsible to the Executive Committee;
- To undertake, oversee and delegate responsibilities, where appropriate, regarding maintenance and enhancement of the Clubs' visibility across the various social media platforms, including Facebook, Twitter, Instagram, Website and WhatsApp, with appropriate Club related comment, content and information;
- Any publicly visible content is to be strictly the views of the Club, and not those of the individual Member or Members concerned.

5. EXECUTIVE COMMITTEE (ELIGIBILITY AND POWERS)

- a. The Management of the Club shall be entrusted to an Executive Committee consisting of PRESIDENT, CLUB CHAIRMAN, CLUB SECRETARY, TREASURER and CLUB CAPTAIN.
- b. The Executive Committee shall meet at least once per month during the off season and at any other such times necessary. At all meetings of the Executive Committee THREE shall form a quorum.
- c. All members of the Executive Committee, with the exception of the President and Club Captain, shall retire at the end of one year's service, but shall be eligible for re-election at the next Annual General Meeting (AGM). The Club Captain shall automatically be deemed to have resigned their position on the Executive

- Committee at the end of their tenure, with the new Captain being automatically appointed.
- d. The Executive Committee has the right to appoint any Committees and/or Sub-Committees whose function will be to assist in the running of the Club. The President and the Chairman are ex-officio members of all such Committees/Sub-Committees. The proposed decisions of all such Committees/Sub-Committees require ratification at a Club Meeting.
 - e. The Club Chairman will preside at all meetings of the Executive Committee. In his/her absence the members will elect a Chairman from amongst those present.
 - f. Voting at Executive Committee and Club Meetings shall be by a show of hands, or if requested, by a ballot. The Chairman of the particular Meeting shall have a casting vote in the event of a tied vote. Unless stated otherwise, all voting will be on a simple majority basis.
 - g. The Club shall meet monthly during the off season, with the exception of December, with the Executive Committee, all other members and associate members, and at all such meetings FIVE shall form a quorum. Its purpose is to ratify proposals made by the Executive Committee, examine their decisions and to receive reports from the members of the various Committees and Sub-committees.

6. PLAYING SUB-COMMITTEE; (RESPONSIBILITIES)

- a. The Playing Sub-Committee will comprise the CAPTAIN, the VICE-CAPTAIN, PRESIDENT and CLUB CHAIRMAN. They are responsible for all matters relating to the playing of cricket including Team Selection and Disciplinary issues. The Club Captain shall have the casting vote.
- b. The responsibilities, which may be delegated by UNANIMOUS agreement of the Playing Sub-Committee, of the Captain are:-
 - i. Ascertaining the availability of players
 - ii. Notifying those selected to play
 - iii. The conduct of players on the field of play, who are expected to play in the spirit of the game.
 - iv. In the event of non – availability of captain and vice – captain the selection committee shall appoint suitable deputies.
 - v. In the event of a cancelled fixture the captain shall notify members where practicable.
- c. When convened for Disciplinary issues, this Sub-Committee will additionally include any other Member(s) of the Club deemed appropriate by the Playing Sub-Committee Chairman.

7. MEMBERSHIP:

Every candidate for membership shall apply in writing to the Club Secretary who will notify the Executive Committee. Until the candidate is elected as a Member he / she shall not be entitled to any of the privileges of the Club. Applicants shall be elected

by the Executive Committee at its sole discretion at the earliest opportunity or shall be elected at a General Meeting of the Club by simple majority of those present.

Membership shall consist of the following categories:

- a. **President** – not subject to payment of the annual subscription.
- b. **Playing Members** – The maximum number of playing members to be agreed at each AGM or EGM (currently 20 members from 1st January 2019).
- c. **Associate Members** – Comprises non-playing members, e.g. scorers, umpires, committee members etc and is not subject to payment of the annual subscription.
- d. **Life Members** – Comprises generally non-playing members, elected specifically by the members at an AGM or EGM for exceptional service to the Club, for *typically but not prescriptively*, in excess of 20 years, and are not subject to payment of the annual subscription.

8. MEMBERS RIGHTS:

- a. **Playing Rights** – All members shall have equal playing rights. Over the course of the season, all playing members shall be given a similar number of opportunities to play pro-rata to their availability. The Captain and Vice-Captain shall take precedence for selection at all times. Members may, on occasions, be asked to stand aside in the interests of producing a balanced and competitive team. From time to time Members may also be asked to stand aside in the interests of introducing potential new players to be Club.
- b. **Voting Rights** – All members have equal voting rights.
- c. **Quorum** – Shall consist of not less than 5 members for an AGM or full Club Meeting. Executive Committee and Sub-Committee Meeting shall consist of not less than 3 members.
- d. **Casting Vote** – In the event of a tied vote the Chairman has a casting vote.

9. SUBSCRIPTIONS:

- a. **Payment** - Every Member shall pay on being admitted to the Club an Annual Subscription that shall be fixed from time to time by the Club's Annual General Meeting. The Annual Subscription will cover the Club's financial year, that being the period of 1st October to 30th September (inclusive).
- b. **Subscription Level** - The Executive Committee may, at their discretion, reduce subscriptions to individual members in recognition of services rendered to the club. Such subscription shall be deemed to be a debt due to the Treasurer of the Club for the time being.
- c. **Club Funds** - No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or for some charitable or benevolent purpose or purposes approved by the Executive Committee.

10. TERMINATION OF MEMBERSHIP

- a. A Member may resign his/her membership at any time by giving notice to the Club Secretary. Any Member whose subscription is unpaid by the commencement of the first game of the season will be deemed to have resigned from the Club and therefore loses all playing and voting rights from that point. The Member concerned will be notified in writing by appropriate means by the Club Secretary.

11. WELFARE

- a. To follow, where possible, relevant current codes of conduct and policies of the England and Wales Cricket Board and/or the General Committee including:
 - i. The ECB Code of Conduct;
 - ii. The Club Code of Conduct for Cricket members and Guests;
 - iii. The ECB Club Inclusion and Diversity Policy.

12. MEETINGS

CLUB MEETINGS:

- a. The Club Secretary shall at 14 days before any Club Meeting, and 21 days for an AGM, announce on the Club Website and to Club Members by email and/or Postal Communication to their home address as recorded in the Club's current Membership Listing, a notice of the meeting stating the time, the business to be conducted and the place it will be held.
- b. The business at any Club Meeting shall be limited to that provided by these Rules and those further matters set out in the notice convening the meeting. The quorum at any General Meeting shall be 7 or one-quarter of the members eligible to vote, (see d. and e. below), whichever is the most.
- c. The Club Chairman shall preside at all Meetings of the Club but if he/she shall not be present within fifteen minutes after the time appointed for the Meeting or has signified his/her inability to attend, then the Members will elect a Chairman from amongst those present.
- d. At all Meetings of the Club all debates shall be conducted through the Chair and each Member shall have one vote.
- e. Non-Playing Members may not vote on the election of the Team Captain, Vice-Captain and Playing Sub-Committee, (except in the circumstances described below in Rule f.).
- f. Voting at Club Meetings shall be by a show of hands, or if requested, by a ballot. The Chairman of the particular Meeting shall have a casting vote in the event of a tied vote, even if that person, (firstly the Chairman at a Club Meeting), is a Non-Playing Member (see e. above). Unless stated otherwise, all voting will be on a simple majority basis.
- g. No alteration or addition to these Rules shall be made except by a Resolution carried by a majority of at least two-thirds of the members present at a Club Meeting. Proposals to Rule changes must be submitted in writing to the Club Secretary at least 14 days prior to the Meeting.

ANNUAL GENERAL MEETING (AGM):

The Annual General Meeting (AGM) of the Club shall be held after the end of the Financial Year on a date determined by the Executive Committee and fifteen months shall not elapse without an Annual General Meeting. The Club Secretary shall at 21 days before any Club Meeting announce on the Club Website and to Club Members by email and/or Postal Communication to their home address as recorded in the Club's current Membership Listing, a notice of the meeting stating the time, the business to be conducted and the place it will be held. At the Annual General Meeting the following business shall be conducted:

- a. To receive the Club Chairman's Annual Report;
- b. To receive the Club Secretary's Annual Report;
- c. To receive and approve the draft accounts of the Club for the Financial Year ending the preceding 30th September which shall first have been scrutinised by the Club's appointed independent examiner;
- d. To receive the Club Captain's Annual Report;
- e. To elect Honorary Life Members of the Club;
- f. To elect members of the Executive Committee;
- g. To request nominations for the Team Captain and the Vice-Captain for the forthcoming season and put in place a timeframe for election;
- h. To appoint an independent examiner, who may not be a member of the Executive Committee, for the Financial Year commencing the preceding 1st October;
- i. To set the level of Annual Subscriptions, match fees and net fees, although the latter two items may be deferred to a later meeting when home match and net session related costs are known;
- j. To approve any Rule changes. Proposals for Rule changes must be submitted in writing to the Club Secretary at least 14 days prior to the relevant Meeting date.
- k. Any other issues raised during the Annual General Meeting will be considered by the new Executive Committee at the earliest opportunity.

EXTRAORDINARY GENERAL MEETING (EGM):

- a. An Extraordinary General Meeting can be convened on the request of 4 Members of the Club, or one-fifth of the total membership, whichever is the lesser. Such request must be received in writing by the Club Secretary and state the purpose for which the EGM is required. The Club Secretary shall give at least 7 days' notice of the meeting and its business to the club members by normal methods & notification be posted on the Club Website.

13. PRESIDENT / LIFE MEMBERS; process for proposals:

- a. No proposal for the post of PRESIDENT can be accepted unless a proposed and seconded nomination, with the signed agreement of the nominee, is received by the Club Secretary in writing, at least three weeks prior to the Annual General Meeting. The nomination for President will then be included in the formal published Notice of the Agenda of the AGM and notified to Members on the Club Website, by email

and/or Postal Communication. If no alternative proposal is received in this way, the incumbent remains in the post of President.

- b. Recommendations for LIFE MEMBERSHIP will not be accepted unless a proposed and seconded proposal has been received by the Club Secretary in writing at least three weeks prior to the proposed Annual General Meeting. Such recommendations will be considered by the Executive Committee at their Meeting immediately prior to the AGM who will then submit the names of suitable candidates to the AGM for ratification. If necessary, a special Executive Committee Meeting will be convened to deal with any recommendations for Life Membership. This honour is to be bestowed on current or past members who have performed exceptional service to the Club.

14. CLUB FUNDS AND ACCOUNTS:

- a. The financial year for the Club is 1st October to 30th September inclusive. An independent examiner shall scrutinise the accounts of the Club annually and the draft accounts and balance sheet will be available at the Annual General Meeting. The independent examiner will not be a member of the Executive Committee.
- b. The decision on the location of the Club bank accounts shall be reviewed by the Executive Committee at regular intervals. Any proposed change shall be ratified by the Members.
- c. The Treasurer shall be responsible for the management of club funds
- d. The signatories to the account shall be the Club Chairman; Club Secretary and Treasurer, and all shall have access to online banking.

15. DISCIPLINE:

- a. Club Members' Behaviour: Any complaints made to the Club regarding the behaviour of Lichfield Nomads CC Players, Officials or Members on or off the field of play, or associated with Cricket match events, or transgressing the various ECB Codes of Conduct, (see Rule 8 above), or offending against the Rules of the Club, will be investigated by the Playing Sub-Committee of the Club under its appointed Chairman. Additionally, for these purposes, this Sub-Committee will include any other Member(s) of the Club deemed appropriate by the Playing Sub-Committee Chairman. A minimum of three persons is required to form a quorum.
- b. Procedure and Penalties: The Playing Sub-Committee has the right to interview the Player(s) / Member(s) concerned and call-on any witnesses during its investigation. The Player / Member shall be given at least two days written and / or verbal notice to be informed of, and to answer, the complaints made against him / her. Should the Player / Member fail to respond, or reject the invitation to meet the Playing Sub-Committee Chairman, the issue can be judged in his / her absence. If the allegation of a breach of the Rules, Codes or Regulations is proven, the Playing Sub-Committee can independently impose any of a range of penalties appropriate to the offence depending on its seriousness. They do not require ratification by the Executive or General Committees. These sanctions include: match bans, suspension of membership, fines, community tasks, written apologies, warnings to future behaviour or, in extreme cases, expulsion.

- c. Results: The result of the enquiry will be conveyed in writing by the Chairman of the Playing Sub-Committee to the Player / Member concerned. It will further be communicated to the complainant and to all other parties concerned.
- d. Appeal: The Player / Member has the right to Appeal against any judgement or punishment. Such appeals must be submitted in writing, (paper or electronically), within five days to the Chairman of the Playing Sub-Committee who will then notify the Club Chairman. A panel comprising the Club Chairman and two members of the Executive Committee who have not been previously involved in the enquiry, will convene to independently review the evidence and hear the representations of the Player / Member concerned. They may seek further clarification from any witness or member of the Playing Sub-Committee. The result of the Appeal procedure will be conveyed to the Player / Member in writing by the Club Chairman.

16. WINDING-UP / RESPONSIBILITIES:

- a. If the number of ordinary Members of the Club shall at any time fall below 10, or if at any time the Club shall pass in a General Meeting by a majority comprising two thirds or more of the Members present and entitled to vote, a Resolution (in this Rule called "the first Resolution"), the General Committee shall take immediate steps to convert into money all the property of the Club, with power however to postpone or delay the conversion of any particular property if the Club in General Meeting shall so authorise. Out of the proceeds of such conversion, the General Committee shall discharge all debts and liabilities of the Club, including the expense of such conversion and any balance remaining in their hands shall be disposed of by them to a nominated cricket charity or charities as the Club in General Meeting shall resolve; and thereupon the Club shall for all purposes be dissolved. A copy of the notice convening any General Meeting under this Rule shall be sent by the Club Secretary by post and/or email, to every Member at his address as recorded in the Club's Books not less than 14 days before the date appointed for the Meeting; but any accidental omission to send such copy or the non-receipt of the same shall not invalidate any proceedings or resolutions.
- b. The property of the club shall be vested in four Trustees who shall be appointed by the Executive Committee and the property of the Club shall be vested in them to be dealt with by them as the Executive Committee may from time to time direct by resolution (of which an entry in the Club Meeting Minutes shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation or until removal from office by the Executive Committee. Whereby reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the Chairman of the Executive Committee appointed from time to time is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and shall by deed duly appoint the person or persons so nominated by the Executive Committee. An entry in the Club Meeting

Minutes as to the person who is, from time to time, the Chairman of the Executive Committee shall be conclusive evidence.


17. AMENDMENTS TO THE CONSTITUTION:

- a. Amendments to the constitution may only be made at an AGM or EGM by a 2/3rds majority vote of the membership present.
- b. Notifications of all proposed amendments must be made in writing, supported by the signatories of 4 members, to the Club Secretary who will then give the membership due notice.

Proposed

A handwritten signature in black ink, appearing to read 'K Stoney', written over a horizontal line.

Seconded

A handwritten signature in black ink, appearing to read 'Barry', written over a horizontal line.

24.10.2019